

## Safety Information for Schools

### **Background about the Egypt Centre**

The Egypt Centre, Museum of Egyptian Antiquities, is set in the Singleton Park campus of Swansea University. The Museum receives c. 22,000 visitors a year and contains c. 7,000 objects. The collection was substantially founded in 1971 on material from the Wellcome Institute. The collection opened initially part-time in 1976 as the Wellcome Museum in Swansea, moving to its current facilities in 1998 as the Egypt Centre.

The Egypt Centre collection is the largest assemblage of Egyptian antiquities in Wales, attracting academic and public interest from across the UK and further afield. The museum provides a range of services, including academic teaching, school visits, and volunteering opportunities. We offer interactive exhibits and activities, making us a great destination for a fun and educational outing.

### **General Information**

The museum adheres to all university regulations, including the Health and Safety at Work Act and Fire Safety Order. Comprehensive emergency procedures are in place, and fire exits are clearly marked. Regular fire alarm tests are conducted on Tuesday mornings. In case of an emergency outside of testing hours, visitors should calmly evacuate the building via marked exits and follow staff instructions. The Egypt Centre also has specific policies regarding accessibility and safeguarding, available upon request.

**First Aid:** The Egypt Centre is equipped with a first aid point in the Office and Gift Shop area. Qualified first aiders and a First Response Team are available on-site during opening hours. If you require first aid, please alert a volunteer or staff member, who will promptly notify a qualified first aider.

**Public Liability Insurance:** The Egypt Centre maintains comprehensive public liability insurance of £50 million. A copy of our insurance certificate is available for inspection upon request.

**Medical Needs:** Please inform the Egypt Centre staff of any specific or serious medical conditions among your group members. This information should also be noted on the booking form to ensure that our staff and volunteers are aware of any potential needs prior to your visit.

**Staff Identification:** All staff members who interact with your school group will wear identification badges displaying their names. Both staff and adult volunteers hold enhanced Disclosure and Barring Service (DBS) certificates and have signed volunteer agreements.

**CCTV Surveillance:** The museum utilises CCTV surveillance to ensure the safety of our visitors, staff, and collections.

## Information About School Workshops

**Staff and Volunteers:** The Egypt Centre's school programme is managed by the Learning and Engagement Officer. Workshop leaders, who are trained staff or volunteers, are regularly assessed. All staff have defined roles, and the Safeguarding Policy is accessible in the main office. Staff and volunteers have received safeguarding training, and a dedicated Safeguarding Officer is responsible for this area. However, the Egypt Centre is not responsible for the discipline of school groups; visiting teachers or parents should supervise children at all times.

**Teacher/Pupil Ratios:** The Egypt Centre requires appropriate ratios of children to adults for the group overall and for specific activities. Due to the hands-on nature of the activities, children are divided into groups. Class bookings of under 40 will be split into two groups, while groups over 40 will be split into three groups. Ensure you have enough adults to supervise all groups.

This is a suggestion:

- 0–2 years = 1 adult to 3 children
- 2–3 years = 1 adult to 4 children
- 3–7 years = 1 adult to 8 children
- 7 years + = 2 adults for up to 20 children/young people

and one additional staff member for every additional 10 children/young people.

**Coach Parking:** There is no designated parking area for coaches at the Egypt Centre. Coaches should drop off school parties at Fulton House, where a staff member will meet them and guide them to the museum. The coach can return to Fulton House at a pre-arranged pick-up time. The walk from the coach to the museum is pedestrianised.

**Entrance:** The Egypt Centre has two entrances. The main entrance for school groups is through the ground floor Gift Shop entrance. Both entrances are wheelchair accessible.

**The Museum:** The Egypt Centre's public area includes two galleries (The House of Life and The House of Death), a Learning Area used for school lunches (pre-booked), and a gift shop. Each gallery contains display cases of various designs and sizes. Running is not permitted in the museum.

**Health and Safety Briefing:** Upon arrival at the Egypt Centre, schools will receive a health and safety briefing in the Learning Area. This briefing will inform both children and staff of the general health and safety procedures, including fire evacuation procedures, the museum code of conduct, the location of amenities, and other safety information.

**Stairs:** There are stairs connecting the ground and first floors. A lift is available to connect the floors, but it is not usable during fire evacuations.

**Toilets:** The Egypt Centre has toilet facilities on the first floor (male/female/disabled with baby changing facilities) and two additional gender-neutral cubicles on the ground floor. An accessible toilet is also available on the ground floor.

**Hands-on activities:** The hands-on activities for schools include mummification on a dummy-mummy, dressing up, using play-dough, and artefact handling. Appropriate advice will be given about handling ancient objects, including wearing gloves provided. Visitors

should handle objects with care for their own safety and the preservation of the objects. If any visitor has an allergy or wishes to avoid contact with certain materials, please inform us in advance. All equipment is monitored daily for safety, and where applicable, conforms to national standards.

**The Gift Shop:** The Egypt Centre's Gift Shop is available for visitors, but it may impact your activity time. We offer a goody-bag facility with items pre-selected by teachers or group leaders. Some items may not be suitable for very young children, so the Gift Shop Manager can provide age-appropriate advice. The cost per goody-bag is determined by the teachers/group leaders, and the goody-bags will be ready at the end of the visit for distribution to children.

**Feedback:** At the end of your visit, we will provide a feedback form, which is a mandatory part of your booking.